



CONSTITUTION: ARTICLES, BYLAWS AND POLICIES
Ontario Secondary School Teachers' Federation
District 17 (Simcoe)
Teachers' Bargaining Unit

Effective: July 1, 2021

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ARTICLES

ARTICLE 1 - INTERPRETATIONS AND DEFINITIONS

1.1 Interpretations:

- 1.1.1 References to words such as "members," "Executive," "Council" and "General Meeting" shall refer to those for the Teachers' Bargaining Unit (TBU) unless specifically modified by the use of "District," "Provincial" or like words.
- 1.1.2 Definitions will be listed in alphabetical order.
- 1.1.3 Cross-references needing changes because of the adoption of amendments will be changed automatically.

1.2 Definitions:

1.2.1 In the Constitution, Bylaws, Policies and Administrative Procedures,

- 1.2.1.1 "Annual Meeting" shall mean that meeting of the membership at which communications and reports are received, at which Constitutional changes are considered, and such other business as determined by the Bylaws. The Annual Meeting shall also be considered to be a "General Meeting" in that any function ascribed to a "General Meeting" can be performed at the Annual Meeting.
- 1.2.1.2 "Bargaining Unit" shall mean the OSSTF District 17 (Simcoe) organization of those members for whom OSSTF District 17 (Simcoe) holds bargaining rights under the appropriate legislation.
- 1.2.1.3 "Bargaining Unit President" shall mean the member elected by a Bargaining Unit to represent its membership and to sit on the OSSTF District 17 Executive Council as a spokesperson for the total membership of that Bargaining Unit.
- 1.2.1.4 "Board" shall mean the Simcoe County District School Board.
- 1.2.1.5 "Branch" shall mean a branch organization within the OSSTF District 17 (Simcoe) in which TBU OSSTF members are employed.
- 1.2.1.6 "Branch President" shall mean the member elected by a Branch to sit on the OSSTF District 17 (Simcoe) TBU Council as the spokesperson for the total staff of a Branch.
- 1.2.1.7 "Bylaws" shall mean standing rules governing the membership of the TBU made under this Constitution on matters of internal regulation and matters, which are entirely within the control of the TBU.
- 1.2.1.8 "Constitution" shall mean this Constitution, being a system of Fundamental principles according to which the TBU is organized and governed.
- 1.2.1.9 "District" shall mean the District Organization of the OSSTF District 17 (Simcoe) of which the TBU is a Unit.
- 1.2.1.10 "General Meeting" shall mean meetings of the membership of the TBU to conduct business other than changes in the Constitution.
- 1.2.1.11 "Members" shall be in accordance with Article 5 of the Ontario Secondary School Teachers' Federation, shall include those types of members as outlined in Bylaw 2 of the Provincial Constitution and Bylaws and shall be employed by the Simcoe County District School Board to be eligible for membership within the TBU.
- 1.2.1.12 "Miscellaneous Action" refers to any motion carried at the Annual Meeting or General Meeting that directs the Teachers' Bargaining Unit Councils, Committees, or Members, to carry out an action

- 1.2.1.13 "OSSTF" shall mean the Ontario Secondary School Teachers' Federation.
- 1.2.1.14 "Policy" shall mean a stand or position taken by the TBU in accordance with its Bylaws on matters whose resolution is beyond the internal legislative power of the TBU.
- 1.2.1.15 "Provincial Councilor" shall mean a member designated to represent the Bargaining Unit on Provincial Council.

ARTICLE 2 - NAME AND MEMBERSHIP

- 2.1 This organization shall be known as the Teachers' Bargaining Unit (TBU) of OSSTF District 17 (Simcoe).
- 2.2 Membership shall be as specified in the Provincial Constitution and Bylaws
- 2.3 All Executive, Council, and Branch Executive members must be active members of the TBU.

ARTICLE 3 - OBJECTS

- 3.1 The objects of the TBU shall be:
 - 3.1.1 as specified in the Provincial Constitution and Bylaws; and
 - 3.1.2 to increase individual participation and awareness of OSSTF policies at the Branch level;
 - 3.1.3 to achieve Provincial priorities as approved by the Provincial Council or Provincial Assembly;
 - 3.1.4 to assist in the achievement of the Annual Action Plan as presented to and approved by Provincial Assembly;
 - 3.1.5 to provide fair representation of its members;
 - 3.1.6 to carry out any business on behalf of members;
 - 3.1.7 to support and promote any local and provincial policies of OSSTF;
 - 3.1.8 to ensure that the TBU Constitution and Bylaws, and Policies and Procedures complies with the Provincial Constitution: Bylaws, and Policies.

ARTICLE 4 - LOCAL FEDERATION FINANCES

4.1 Local Federation Dues

4.1.1 The TBU has the right to assess Local Federation Dues (TBU Levy) on its members

4.1.2 Increases and decreases shall be approved at the TBU Annual Meeting

4.2 Local Federation Reserves

4.2.1 Any year-end surplus in the general operating account of the bargaining unit may be placed into any of the following funds/accounts:

4.2.1.1 TBU Reserve

4.2.1.1.1 The TBU Reserve may be used to finance Bargaining Unit expenses not anticipated or not budgeted for in the TBU Budget.

4.2.1.1.2 Funds may be transferred at year-end from the TBU Budget to the TBU Reserve or from the TBU Reserve to the TBU Budget when approved at an Annual Meeting.

4.2.1.1.3 The TBU Reserve shall not exceed \$50,000.

4.2.1.1.4 Expenditures from the TBU Reserve shall be approved by a motion of TBU Council, at an Annual Meeting, or at a General Membership meeting.

4.2.1.1.5 The Annual Meeting of the Bargaining Unit shall be informed of all expenditures from the TBU Reserve.

4.2.1.2 TBU Levy Reserves

4.2.1.2.1 The TBU Levy Reserve may only be used to finance the Salary & Benefits expenses for Time-Release Officers.

4.2.1.2.2 Funds may be transferred at year-end from the TBU Budget to the TBU Levy Reserve or from the TBU Levy Reserve to the TBU Budget when approved

4.2.1.2.3 The TBU Levy Reserve shall not exceed \$500,000.

4.2.1.2.4 Expenditures from the TBU Levy Reserve shall be approved by a motion at an Annual Meeting.

4.2.1.2.5 The Annual Meeting of the Bargaining Unit shall be informed of all expenditures from the TBU Levy Reserve.

4.2.1.3 TBU County PD Reserves

4.2.1.3.1 The TBU County PD Reserve may only be used for the exclusive use of Professional Development of OSSTF D17 TBU members.

4.2.1.3.2 Unused Funds from the County PD Revenues shall be transferred at year-end to the TBU County PD Reserves.

4.2.1.3.3 The TBU County PD Reserves shall not exceed \$250,000.

4.2.1.3.4 Expenditures from the TBU County PD Reserves shall be approved by a motion of TBU Council.

4.2.1.3.5 The Annual Meeting of the Bargaining Unit shall be informed of total expenditures from the TBU County PD Reserves.

ARTICLE 5 - TEACHERS' BARGAINING UNIT ORGANIZATION

- 5.1 The TBU shall have an Executive, a Council, Standing Committees and Special Committees as designated in the Bylaws and ad hoc committees as the TBU Council may, from time to time, deem necessary.
- 5.2 The members of the Executive shall be the:
- 5.2.1 President, which shall be a full-time release position;
 - 5.2.2 TBU Officer – Negotiations; which shall be a full-time release position;
 - 5.2.3 TBU Officer – Grievance; which shall be a full-time release position; (Rev. AGM 2019)
 - 5.2.4 Treasurer;
 - 5.2.5 Vice-President (Internal);
 - 5.2.6 Vice-President (External).
 - 5.2.7 Executive Officer – Council;
 - 5.2.8 Executive Officer - Communications (non-voting);
 - 5.2.9 Health and Safety Officer (non-voting). (AGM 2018)
- 5.3 The voting members of TBU Council shall be the:
- 5.3.1 Branch Presidents;
 - 5.3.2 President
 - 5.3.3 TBU Officer - Grievance;
 - 5.3.4 Treasurer;
 - 5.3.5 Vice-President (Internal);
 - 5.3.6 Vice-President (External).
 - 5.3.7 Executive Officer – Council;
 - 5.3.8 Collective Bargaining Committee representatives:
 - 5.3.8.1 TBU Officer – Negotiations;
 - 5.3.8.2 Working Conditions Chair;
- 5.4 The non-voting members of TBU Council shall be the:
- 5.4.1 Executive Officer - Communications;
 - 5.4.2 Chair of the Educational Services Committee;
 - 5.4.3 Chair of the Excellence in Education Committee;
 - 5.4.4 Chair of the Collective Bargaining Committee;
 - 5.4.5 Additional Member of the Teacher-Trustee Relations Committee;
 - 5.4.6 Health and Safety Officer for the Simcoe County District School Board;
 - 5.4.7 Health and Safety Officer Alternate.
 - 5.4.8 Teacher liaison on the District Political Action Committee;
 - 5.4.9 Teacher liaison on the District Status of Women Committee;
 - 5.4.10 Teacher liaison on the District Human Rights Committee;
 - 5.4.11 Electoral Officer.
- 5.5 No member of the Executive, the Council or any Committee shall have more than one vote.

ARTICLE 6 - BRANCH ORGANIZATION

- 6.1 The TBU shall be divided into the following Branches: (AGM 2018)
 - 6.1.1 Banting Memorial High School
 - 6.1.2 Barrie North Collegiate Institute
 - 6.1.3 Bear Creek Secondary School
 - 6.1.4 Bradford District High School
 - 6.1.5 Collingwood Collegiate Institute
 - 6.1.6 Eastview Secondary School
 - 6.1.7 Elmvale District High School
 - 6.1.8 Georgian Bay District Secondary School
 - 6.1.9 Innisdale Secondary School
 - 6.1.10 Maple Ridge Secondary School (Rev. AGM 2021)
 - 6.1.11 Nantyr Shores Secondary School
 - 6.1.12 Nottawasaga Pines Secondary School
 - 6.1.13 Orillia Secondary School
 - 6.1.14 Stayner Collegiate Institute
 - 6.1.15 Twin Lakes Secondary School
 - 6.1.16 Simcoe Shores Secondary School (Rev. AGM 2019)
 - 6.1.17 the teachers associated with Continuing Education
 - 6.1.18 the teachers assigned to the Simcoe County District School Board Education Centre.

- 6.2 Members assigned to any other location shall be considered to be part of the Branch in which such classes/programs are located or to which such classes/programs are assigned for administrative purposes.

- 6.3 The Branch Executive shall be composed of: (AGM 2018)
 - 6.3.1 the Branch President;
 - 6.3.2 the three Collective Bargaining Committee representatives:
 - 6.3.2.1 an In-School Staffing representative,
 - 6.3.2.2 a Health and Safety representative, and
 - 6.3.2.3 a member-at-large.
 - 6.3.3 Educational Services representative,
 - 6.3.4 Excellence in Education representative,
 - 6.3.5 School Council representative; (AGM 2019)
 - 6.3.6 other officers as directed by Council.

ARTICLE 7-TBU COMMITTEES ORGANIZATION

- 7.1 Standing Committees
 - 7.1.1 There shall be the following TBU Standing Committees.
 - 7.1.1.1 the Collective Bargaining Committee;
 - 7.1.1.2 the Educational Services Committee;
 - 7.1.1.3 the Excellence in Education Committee;
 - 7.1.2 Each TBU Standing Committee shall be directly responsible to the TBU Council.
 - 7.1.3 Terms of reference for TBU Standing Committees are as specified in the Bylaws.
 - 7.1.4 The TBU Collective Bargaining Committee
 - 7.1.4.1 The Collective Bargaining Committee shall be made up of; (AGM 2018)
 - 7.1.4.1.1 three voting representatives from each Branch:
 - 7.1.4.1.1.1 the CBC In-School Staffing representative
 - 7.1.4.1.1.2 the CBC Health and Safety representative
 - 7.1.4.1.1.3 the CBC Member-at-large
 - 7.1.4.1.2 a voting TBU President;
 - 7.1.4.1.3 a voting TBU Officer – Negotiations;
 - 7.1.4.1.4 a voting Health and Safety Officer;
 - 7.1.4.1.4 a non-voting TBU Officer – Grievance;
 - 7.1.4.1.5 a non-voting representative from the OTBU;
 - 7.1.4.1.6 as non-voting members, any members from the Table Team who do not currently hold positions on CBC. (Rev. AGM 2018)
 - 7.1.5 The TBU Educational Services Committee
 - 7.1.5.1 The TBU Educational Services Committee shall consist of one voting representative from each Branch.
 - 7.1.6 The TBU Excellence in Education Committee
 - 7.1.6.1 The TBU Excellence in Education Committee shall consist of one voting representative from each Branch.
 - 7.1.7 Each Standing Committee shall have the power to co-opt members.

- 7.2 TBU Special Committees
 - 7.2.1 There shall be the following TBU Special Committees.
 - 7.2.1.1 Constitution Committee
 - 7.2.1.2 Resolutions Committee
 - 7.2.1.3 Grievance Committee
 - 7.2.1.4 Simcoe County District School Board Teacher-Trustee Relations Committee
 - 7.2.1.5 Working Conditions Committee
 - 7.2.1.6 Communications Committee
 - 7.2.1.7 Nominations and Elections Committee (AGM 2019)
 - 7.2.1.8 Finance Committee (AGM 2019)
 - 7.2.1.9 Appeals Committee (AGM 2019)
 - 7.2.2 Each Special Committee is responsible to the TBU Council.
 - 7.2.3 Terms of reference for all Special Committees are as specified in the Bylaws.
 - 7.2.4 Constitution Committee
 - 7.2.4.1 The Constitution Committee shall consist of at least three members
 - 7.2.5 Resolutions Committee
 - 7.2.5.1 The Resolutions Committee shall consist of at least three members
 - 7.2.6 The TBU Grievance Committee (AGM 2019)
 - 7.2.6.1 The TBU Grievance Committee shall consist of the following four members:
 - 7.2.6.1.1 the TBU Officer - Grievance;
 - 7.2.6.1.2 one member of the Collective Bargaining Committee as determined by the Collective Bargaining Committee;
 - 7.2.6.1.3 two members elected from the membership at large at the Annual Meeting with one member being elected in even years and one member being elected in odd years;
 - 7.2.6.1.4 TBU President (non-voting);
 - 7.2.6.1.5 TBU Officer – Negotiations (non-voting);
 - 7.2.7 The Simcoe County District School Board Teacher-Trustee Relations Committee
 - 7.2.7.1 The Simcoe County District School Board Teacher-Trustee Relations Committee shall be determined by the Collective Agreement
 - 7.2.8 Working Conditions Committee
 - 7.2.8.1 The Working Conditions Committee shall be determined by the Collective Agreement
 - 7.2.9 The Communications Committee;
 - 7.2.9.1 The Communications Committee shall consist of at least three (3) members.
 - 7.2.10 Nominations and Elections Committee (AGM 2019)
 - 7.2.10.1 The Nominations and Elections Committee shall consist of:
 - 7.2.10.1.1 the Electoral Officer, and
 - 7.2.10.1.2 at least two (2) other members appointed by TBU Council.

7.2.11 Finance Committee (AGM 2019)

7.2.11.1 The Finance Committee shall consist of:

7.2.11.1.1 the TBU Treasurer, and

7.2.11.1.2 at least two (2) other members appointed by TBU Council.

7.2.12 Appeals Committee (AGM 2019)

7.2.12.1 In the event of an appeal, an Appeals Committee shall be formed, on an as needed basis, of the following members:

7.2.12.1.1 a Vice-President, or in their absence, another voting member of the Executive, as selected by the TBU President;

7.2.12.1.2 at least two (2) Branch President, as selected by the TBU Chair.

ARTICLE 8 - FORMATION OF THE CONSTITUTION: ARTICLES, BYLAWS, AND POLICIES

8.1 The TBU at the Annual Meeting may pass articles and/or bylaws consistent with the Constitution and existing Bylaws, the District 17 Constitution: Articles, Bylaws and Policies, and the Provincial Constitution and Bylaws concerning:

8.1.1 the procedure for the election or appointment of TBU Officers;

8.1.2 the formation of Branch Organizations;

8.1.3 the management of its property and its own internal organization and administration;

8.1.4 all other matters as are deemed necessary or convenient for the conduct of the business of the TBU.

8.2 Formation of Policies may be made under the procedures outlined in the Bylaws

ARTICLE 9 - AMENDMENTS TO THE CONSTITUTION, BYLAWS AND POLICIES

9.1 Amendments to the Articles may be made at the Annual Meeting:

9.1.1 By a two-thirds (2/3) vote of the members qualified to vote, present and voting, provided that

9.1.1.1 notice of the proposed amendments shall have been given to the Vice President - Internal on or before March 31, and

9.1.1.2 notice of the proposed amendments shall have been forwarded by the Vice President - Internal to all Branches on or before May 1st.

9.1.2 By a nine-tenths (9/10) vote of the members qualified to vote, present and voting if previous notice has not been given.

9.2 Amendments to Bylaws may be made at the Annual Meeting

9.2.1 By a majority (1/2) of the members qualified to vote, present and voting, provided that

9.2.1.1 notice of the proposed amendments shall have been given to the Vice President - Internal on or before March 31st, and

9.2.1.2 notice of the proposed amendments shall have been forwarded by the Vice President - Internal to all Branches electronically on or before May 1st.

9.2.2 By a three-quarters (3/4) vote of the members qualified to vote, present and voting if previous notice has not been given.

9.3 Amendments to the Constitution and/or Bylaws shall be effective the subsequent July 1, unless stated otherwise.

9.4 Amendments to Policies may be made under the procedure outlined in the Bylaws

BYLAWS

BYLAW 1 – ELECTIONS

1.1 Officers

- 1.1.1 The TBU President shall be elected by a vote in each individual work site by the membership in even calendar years.
 - 1.1.1.1 The TBU President shall be elected for a two-year term;
 - 1.1.1.2 Nominations are to be received at the District Office by 3:30 p.m. on the Thursday following March Break; (Rev. AGM 2018)
 - 1.1.1.3 The election shall be organized by the Nominations and Elections Committee and shall occur on the date of the April TBU Council meeting. (Rev. AGM 2021)
 - 1.1.1.3.1 if no candidate receives over 50% of the vote, then a run-off election will occur between the top two candidates at either: the Annual Meeting, in Branches, or electronically. (AGM 2021)
- 1.1.2 The following officers shall be elected at the Annual Meeting:
 - 1.1.2.1 a TBU Officer - Negotiations
 - 1.1.2.1.1 the TBU Officer - Negotiations shall be elected in odd years for a two-year term;
 - 1.1.2.2 a TBU Officer - Grievance
 - 1.1.2.2.1 the TBU Officer - Grievance shall be elected in odd years for a two-year term;
 - 1.1.2.3 a Vice-President (External);
 - 1.1.2.4 a Vice-President (Internal);
 - 1.1.2.5 a Treasurer;
 - 1.1.2.6 a Health and Safety Officer; (AGM 2018)
 - 1.1.2.6.1 the Health and Safety Officer shall be elected in even years for a two-year term;
 - 1.1.2.7 one of two members of the Grievance Committee for a staggered two year term;
 - 1.1.2.8 a defeated candidate for TBU Officer - Negotiations shall automatically be considered for TBU Officer - Grievance;
 - 1.1.2.9 a defeated candidate for Vice-President (External) shall automatically be considered for Vice-President (Internal);
 - 1.1.2.10 nominations are to be received by 3:30 p.m., twenty-eight (28) days prior to the Annual Meeting to be considered on time; (Rev. AGM 2018)
 - 1.1.2.11 if there are no on time nominations, candidates may be nominated and run from the floor at the Annual Meeting;

- 1.1.3 The TBU Council shall, at a June meeting:
 - 1.1.3.1 elect an Executive Officer - Council from nominations received from the membership;
 - 1.1.3.2 elect a Executive Officer - Communications from nominations received from the membership;
 - 1.1.3.3 elect one TBU member to the Teacher-Trustee Relations Committee from nominations received from the membership;
 - 1.1.3.4 elect a liaison to the District Human Rights Committee from nominations received from the membership;
 - 1.1.3.5 elect a liaison to the District Status of Women Committee from nominations received from the membership;
 - 1.1.3.6 elect a liaison to the District Political Action Committee from nominations received from the membership;
 - 1.1.3.7 Notice of elections shall be given, in writing, at the TBU Council meeting prior to its June meeting.
 - 1.1.3.8 Nominations are to be received at the District Officer by 3:30 p.m. one week prior to the June TBU Council meeting. (Rev. AGM 2018)
 - 1.1.3.9 If there are no on time nominations, candidates may be nominated and run from the floor at the June Council Meeting.
- 1.1.4 The TBU Council shall at the September meeting elect an Electoral Officer from nominations received from the membership.
- 1.1.5 The TBU Council shall elect, prior to the end of the calendar year, from nominations received from the membership, delegates and alternates for the March Annual Meeting of the Provincial Assembly.
 - 1.1.5.1 Notwithstanding, the TBU President and the TBU Vice-President (External) shall be delegates.
 - 1.1.5.2 Notice of elections shall be given, in writing, at the TBU Council meeting prior to the meeting at which the elections will occur.
 - 1.1.5.3 Nominations are to be received at the District Officer by 3:30 p.m. one week prior to the date of election. (Rev. AGM 2018)
 - 1.1.5.4 If there are insufficient on-time nominations, candidates may be nominated and run from the floor at the TBU Council meeting.
 - 1.1.5.5 A defeated candidate for AMPA delegate shall automatically be considered for election of AMPA alternate.
 - 1.1.5.6 Provided the Bargaining Unit has at least ten (10) AMPA delegate position and at least one (1) applicable on-time nomination has been received, one AMPA delegate position shall be elected from members who have submitted on-time nominations and have not previously attended AMPA as a representative of District 17. (AGM 2019)

- 1.1.6 The Standing Committees shall elect all Officers prior to the June District Calendar Meeting.
 - 1.1.6.1 Every voting member of each Standing Committee shall be given at least one month's prior notice of the Committee elections
 - 1.1.6.2 Vacancies which arise in the Executive positions of Standing Committees shall be filled by members elected from the Committees so as to complete the term of the person on the Committee who created the vacancy.
- 1.1.7 The Branches shall elect, at a meeting held in May or June: (Rev. AGM 2018)
 - 1.1.7.1 in odd calendar years, for a two (2) year term of office:
 - 1.1.7.1.1 Branch President, and
 - 1.1.7.1.2 CBC In-School Staffing representative;
 - 1.1.7.2 in even calendar years, for a two (2) year term of office:
 - 1.1.7.1.1 CBC Health and Safety representative, and
 - 1.1.7.1.2 CBC Member-at-large;
 - 1.1.7.3 the OSSTF representative on the School Council;
 - 1.1.7.4 A voting representative to the Educational Services Committee;
 - 1.1.7.5 A voting representative to the Excellence in Education Committee;
 - 1.1.7.6 Representatives to the District Standing Committees;
- 1.1.8 a Branch Officer(s) who resigns shall be replaced for the duration of the term by an election by the members of the Branch.
 - 1.1.8.1 in the event of a resignation of the CBC In-School Staffing or CBC Health and Safety representative, the remainder of the term shall be offered to the CBC Member-at-large. If accepted, the CBC Member-at-large position shall be replaced by an election for the duration of the term.
- 1.1.9 Notice of elections shall be given, in writing, by the Branch President one month prior to the date on which the election will occur.
- 1.1.10 All terms of office, except where otherwise stated, are for one year and shall commence on July 1.
- 1.1.11 In the event that a worksite has no Health & Safety representative, the Bargaining Unit President, in consultation with the Branch President, shall appoint a member to be the worksite Health & Safety representative. (AGM 2020)

1.2 Nominations

- 1.2.1 Nominations for all elections shall
 - 1.2.1.1 be received in writing
 - 1.2.1.2 include the name and branch of the mover and seconder.
- 1.2.2 As soon as nominations are duly received at the District Office, the District Office shall notify Branch Presidents of the nomination and post the nomination on the Bargaining Unit website.

1.3 Acclamations

- 1.3.1 Where only a single nomination has been received for office(s), according to the Bylaws, the Electoral Officer shall declare the nominee acclaimed without the requirement of an election.

- 1.4 Successful Candidate for Election at the Annual Meeting, TBU Council, or the TBU Branches.
 - 1.4.1 For all TBU elections, the candidate receiving the majority vote of the members present and qualified to vote, shall be considered the successful candidate.
 - 1.4.1.1 Spoiled votes shall not be used in the calculation of the total votes cast.
 - 1.4.2 Where none of the candidates receive a majority vote, the following procedure shall be followed:
 - 1.4.2.1 The candidate receiving the fewest number of votes shall be dropped from succeeding ballots until a majority is reached by one of the candidates.
 - 1.4.2.2 In the event that two candidates receiving the fewest votes received the same number of votes, the candidates would be dropped from succeeding ballots only if there were two remaining candidates on the succeeding ballots. The candidates would remain on the succeeding ballot if only one candidate were to remain if they were dropped from the ballot.
 - 1.4.2.3 In the event that there are three remaining candidates and the two candidates receiving the fewest number of votes remain tied after two successive ballots, the Electoral Officer will break the tie by lot.
 - 1.4.3 During the balloting process at the Annual Meeting:
 - 1.4.3.1 the Electoral Officer shall inform the membership of the election procedure.
 - 1.4.3.2 only eligible voters and those designated to assist in the election procedure shall be present on the floor during balloting
 - 1.4.3.3 the doors shall be tiled according to the procedures outlined at the beginning of the Annual Meeting.
 - 1.4.3.4 results for each contested election shall be announced by candidate name in alphabetical order to the Annual Meeting
 - 1.4.3.5 the eligible voters will be asked if there is any question of the results or election procedure.
 - 1.4.3.6 Immediately following the resolution of any questioning of the results or election procedure, a motion to destroy ballots shall take place.
- 1.5 Procedures
 - 1.5.1 There shall be an elections manual reviewed annually by the Electoral Officer and the Elections Committee.
 - 1.5.2 The elections manual shall be approved by council no later than the November meeting.
(Rev. AGM 2021)

BYLAW 2 - MEETINGS

- 2.1 The TBU Executive shall meet:
 - 2.1.1 in September, as early as proper notice can be issued, and prior to each regularly scheduled Council meeting;
 - 2.1.2 at the call of the President;
 - 2.1.3 at the written request of two (2) members of the Executive.
- 2.2 The TBU Council shall meet:
 - 2.2.1 no fewer than eight (8) times over the duration of the school year;
 - 2.2.2 at the call of the President;
 - 2.2.3 at the written request of five (5) voting members of Council.
- 2.3 The Standing Committees shall meet:
 - 2.3.1 in September, as early as proper notice can be issued, for the purpose of organization;
 - 2.3.2 at such times as the Chair shall direct.
- 2.4 The Branches shall meet:
 - 2.4.1 prior to the Annual Meeting and/or the District Annual Meeting for formulation and discussion of resolutions;
 - 2.4.2 in May or June for the purpose of electing officers;
 - 2.4.3 at such times as the Branch President shall direct.
- 2.5 The membership shall meet:
 - 2.5.1 at the Annual Meeting, held no earlier than May 15th;
 - 2.5.2 at General Meetings;
 - 2.5.2.1 which may be called by the TBU Council or the President;
 - 2.5.2.2 within two weeks of the receipt of a petition for a General Meeting, signed by at least 15% of the membership, is presented to the TBU Council.
- 2.6 A quorum shall be:
 - 2.6.1 for any meeting of the Council, or the Executive, 50% of the members qualified to vote;
 - 2.6.2 for any TBU Annual or General Meeting, 50% of the members registered when the meeting is called to order;
 - 2.6.3 for any Standing Committee, at least one representative from 50% of the Branches.
 - 2.6.4 for any meeting of a Special Committee, at least 50% of the members unless specified in the Bylaws; (AGM 2019)
- 2.7 Acceptable voting practices:
 - 2.7.1 all those present and eligible to vote at any meeting of a Branch, Council, or Committee or any Annual or General Meeting, according to the Bylaws;
 - 2.7.2 via a teleconference at which all members are on-line, at the same time, can hear each other, and have an opportunity to participate in the discussion.
- 2.8 Unacceptable voting practices:
 - 2.8.1 proxy votes;
 - 2.8.2 email votes.

- 2.9 Alternates may be recognized if notice has been given to the Chair of the Standing Committee or President of Council.
 - 2.9.1 Notice of alternates must be given to members of Council and/or Standing Committees prior to the alternate casting a vote.
- 2.10 Meeting Start and End Times:
 - 2.10.1 If a quorum of members is present, all Meetings commence at 4:30 p.m. and end no later than 8:00 p.m. unless a majority of the committee or council agrees to fifteen minute extensions until 8:30 p.m.
 - 2.10.2 If a meeting does not adjourn prior to 6:00 p.m. a twenty (20) minute break shall be provided.

BYLAW 3 - HONORARIA

- 3.1 In the event that the following are not provided with time release, the President, the TBU Officer - Negotiations, the Treasurer, the TBU Officer - Grievance and/or any other person deemed by Council to have done extraordinary work for the TBU may receive an honorarium, the amount of which shall be determined each year by the TBU Council and to be included in the following year's budget presented at the Annual Meeting.

BYLAW 4 – DUTIES OF THE TBU COUNCIL

- 4.1 It shall be the duty of the Council:
- 4.1.1 each September, to review, update and approve ongoing Administrative Procedures for the current school year;
 - 4.1.2 in June to elect a Chair for meetings of Council for the following school year;
 - 4.1.3 to transact any business delegated by the Annual Meeting;
 - 4.1.4 to approve any extraordinary expenditures or over-expenditures by all committees and individual spending authorities prior to the spending of such monies
 - 4.1.5 to appoint and elect Officers as directed by the Constitution: Articles, Bylaws and Policies;
 - 4.1.6 to advise the Executive on any matter requiring attention before the next Annual Meeting;
 - 4.1.7 to direct the President and the Executive on any matter requiring attention on behalf of the TBU;
 - 4.1.8 to act in the name of the TBU between Annual Meetings;
 - 4.1.9 to provide for such ad hoc committees as from time to time may be deemed necessary;
 - 4.1.10 to consider for approval any request for the formation of a new Branch;
 - 4.1.11 to determine interim policy;
 - 4.1.12 to elect Annual Meeting of the Provincial Assembly delegates and alternates;
 - 4.1.13 to appoint a Committee in January to review the current Constitution: Articles, Bylaws and Policies and to recommend amendments if necessary;
 - 4.1.14 to appoint a Resolutions Committee in February to receive resolutions from the membership for presentation at the TBU Annual Meeting;
 - 4.1.15 to review the draft annual budget to be presented to the TBU Annual Meeting.
 - 4.1.16 to determine a means to fill a vacancy, temporary or permanent, which may occur in elected office(s).
 - 4.1.17 to appoint in September, from nominations received from the membership, an Electoral Officer;
 - 4.1.18 to appoint in January, from nominations received from the membership, three members to act as a Nominations and Elections Committee for the election of:
 - 4.1.18.1 the President;
 - 4.1.18.2 officers at the Annual Meeting;
 - 4.1.18.3 officers at the June TBU Council meeting.
 - 4.1.19 to approve and amend, if necessary, the report of the Nominations and Elections Committee
 - 4.1.20 to appoint members to the Finance Committee;
 - 4.1.21 to ensure that an Anti-harassment Officer is appointed for each meeting of the TB Council
 - 4.1.22 in the event there are motions not dealt with, and the TBU Council meeting ends, the motion(s) are placed on the agenda until the next TBU Council meeting.

BYLAW 5 - DUTIES OF BARGAINING UNIT OFFICERS

- 5.1 It shall be the duty of the Executive:
- 5.1.1 to promote the objects of OSSTF as defined in the Provincial Constitution and Bylaws;
 - 5.1.2 to make arrangements for the meetings of Council, the Annual Meeting and any other General Meeting of the membership called by Council or the TBU President;
 - 5.1.3 to report to the members at the Annual Meeting;
 - 5.1.4 to carry out the instructions of the Annual Meeting and of the Council;
 - 5.1.5 to deal with all matters which, in its opinion, require action between meetings of the TBU Council, and to assist the TBU President and other Officers in the carrying out of these actions;
 - 5.1.6 to report to TBU Council on actions carried out between meetings of Council;
 - 5.1.7 to keep the membership informed of the activities of the Executive;
 - 5.1.8 to ensure that an Anti-harassment Officer is appointed for each meeting of the Executive.
- 5.2 It shall be the duty of the President:
- 5.2.1 to be the official representative of the Bargaining Unit in a full-time release position;
(Rev AGM 2021)
 - 5.2.2 to carry out, on a daily basis, all business necessary to serve the membership both individually and collectively;
 - 5.2.3 to work effectively with other TBU Officers in ensuring effective representation for all members, whether as individuals or as a group;
 - 5.2.4 to call and preside at all meetings of the Executive, the Annual Meeting and any other required General Meeting of the TBU;
 - 5.2.5 to represent the TBU at District Executive Council meetings and to serve as District President when stipulated by the District Constitution;
 - 5.2.6 to be aware of all OSSTF matters;
 - 5.2.7 to be ex-officio member of all Standing and ad hoc Committees;
 - 5.2.8 if deemed necessary, to appoint members of the Executive as liaison members to each of the Standing Committees of the TBU and the District;
 - 5.2.9 to inform the TBU Council of any temporary or permanent vacancy(ies) in elected positions during the term office immediately upon receipt of the vacancy
 - 5.2.10 to ensure the budget from previous year has been duly audited
 - 5.2.11 to appoint the Chair at the Annual Meeting;
 - 5.2.12 to assist in the supervision of the Office Manager;
 - 5.2.13 to be a member of the Working Conditions Committee;
 - 5.2.14 to act as a signing authority of the TBU;
 - 5.2.15 to act as a representative in harassment and bullying cases;
 - 5.2.16 to present to each Council meeting, prior to a list of non-confidential incoming and outgoing correspondence, which affects the running of the TBU;
 - 5.2.17 to serve as the Bargaining Unit's Provincial Councillor;
 - 5.2.18 to visit each worksite once per year, where reasonable, to review working conditions with members. If a visit is not reasonable, the Bargaining Unit President must make alternative contact with members at the worksite;

5.2.19 to arrange meetings of the Appeals committee as needed. (AGM 2019)

5.3 It shall be the duty of the Vice-President (External):

- 5.3.1 to substitute for the TBU President when necessary.
- 5.3.2 to carry-out such reasonable duties as may from time-to-time be delegated by the TBU President
- 5.3.3 to serve as liaison with Standing and Ad hoc Committees as directed by the President;
- 5.3.4 to ensure that all interim policy passed by Council is brought forward to the Annual Meeting;
- 5.3.5 to provide advice and assistance to the TBU on matters related to the Constitution: Articles, Bylaws and Policies;
- 5.3.6 to attend local Labour Council meetings or arrange TBU representative(s) to attend local Labour Council meetings.
- 5.3.7 to report to TBU Council regarding local Labour Council meetings and activities;
- 5.3.8 to ensure that TBU remain in good standing with affiliated Labour Councils;
- 5.3.9 to serve as the second representative from TBU to the District Executive Council;
- 5.3.10 to the Chair of the Teacher-Trustee Relations Committee;
- 5.3.11 to serve as the TBU additional Provincial Councilor where applicable, and to report back to the Executive Council;
- 5.3.12 to act as a representative in harassment and bullying cases;
- 5.3.13 to fulfill the other terms of reference for the Vice-President – External as outlined in the Constitution: Articles, Bylaws and Policies.

5.4 It shall be the duty of the Vice-President (Internal):

- 5.4.1 to substitute for the TBU President or Vice-President (External) when necessary;
- 5.4.2 to carry-out such reasonable duties as may from time-to-time be delegated by the TBU President;
- 5.4.3 to ensure that each member of Council shall receive, in September, an updated copy of the TBU Constitution: Articles, Bylaws and Policies;
- 5.4.4 to file, following the Annual Meeting, an updated copy of the TBU Constitution with Provincial OSSTF;
- 5.4.5 to ensure that all Constitutional amendments, articles, bylaws, and policies passed in the previous year's Annual Meeting are implemented;
- 5.4.6 to coordinate the organization of workshops as directed by Council;
- 5.4.7 to serve as liaison with Standing and ad hoc Committees as directed by the President;
- 5.4.8 to plan for and organize the Annual Meeting;
 - 5.4.8.1 to be the Chair of the Constitution Committee;
 - 5.4.8.2 to ensure that resolution forms are distributed to Branches no later than March 1st;
 - 5.4.8.3 to receive all resolutions for the Annual Meeting;
 - 5.4.8.4 to ensure that on-time resolutions are distributed to Branches no later than May 1st;
- 5.4.9 to organize New Teachers' Activities;
- 5.4.10 to act as a representative in harassment and bullying cases;
- 5.4.11 to fulfill the other terms of reference for the Vice-President – Internal as outlined in the Constitution: Articles, Bylaws and Policies.

- 5.5 It shall be the duty of the TBU Officer - Negotiations:
- 5.5.1 to act as Chief Negotiator for the TBU in a full-time release positions; (Rev. AGM 2021)
 - 5.5.2 to work effectively with other TBU Officers to represent members of the TBU, both individually and collectively, and to carry out TBU business in an efficient manner;
 - 5.5.3 to represent all TBU members of OSSTF District 17 (Simcoe) in the attainment of a Collective Agreement between the Bargaining Unit and the Simcoe County District School Board;
 - 5.5.4 to be a member of the Working Conditions Committee;
 - 5.5.5 to fulfill the other terms of reference for the TBU Officer – Negotiations as outlined in the Bylaws;
 - 5.5.6 to act as TBU LTD Coordinator;
 - 5.5.7 to act as TBU benefits officer;
 - 5.5.8 to act as the Alternate Health and Safety officer;
 - 5.5.9 to act as a signing authority of the TBU;
 - 5.5.10 to act as a representative in harassment and bullying complaints.
- 5.6 It shall be the duty of the Executive Officer - Council:
- 5.6.1 to coordinate the organization of workshops as directed by Council;
 - 5.6.2 to take accurate minutes of the Executive, Council, Annual and General Meetings or to ensure the accuracy of minutes taken by someone else;
 - 5.6.3 to forward—as directed by the Executive, Council, an Annual or a General Meeting—representations, recommendations and resolutions to the appropriate bodies of Provincial OSSTF;
 - 5.6.4 to ensure, wherever possible, the distribution of the appropriate minutes from the Executive, the Council, the Annual Meeting and a General Meeting at least one week prior to the next regular meeting of that body;
 - 5.6.5 to receive and keep the records of all TBU Committees at the District Office;
 - 5.6.6 to keep a record of the names of the membership as well as members of the Executive, the Council, and all Committees;
 - 5.6.7 to act as a representative in harassment and bullying complaints;
 - 5.6.8 to be the Chair of the Resolutions Committee at the Annual Meeting;
 - 5.6.9 to organize local Leader training.

- 5.7 It shall be the duty of the Treasurer:
- 5.7.1 to be responsible for all TBU funds whether allocated by the Provincial Office, raised by levy or received from other sources. The disposition of these funds is to be reflected in the required annual financial statements;
 - 5.7.2 to keep account of all monies received and disbursed by the TBU;
 - 5.7.3 to notify all committees or individual spending authorities in September of the amount of their line account;
 - 5.7.4 to explain to all committees or individual spending authorities how additional funding may be accessed;
 - 5.7.5 to notify all committees or individual spending authorities when seventy-five percent (75%) of the allocated funds have been spent;
 - 5.7.6 to deposit all monies received in a chartered bank in the name of District 17 OSSTF (TBU account);
 - 5.7.7 to issue receipts for all monies received;
 - 5.7.8 to arrange for the payment of all authorized accounts by cheque;
 - 5.7.9 to submit an interim budget update at each Executive and Council meeting;
 - 5.7.10 to establish, in consultation with the District Treasurer and the District Budget Committee, the percentage of District funds to be allocated to the TBU;
 - 5.7.11 to act as Chair of the Finance Committee;
 - 5.7.12 to prepare a budget for approval at the TBU Annual Meeting in consultation with the Finance Committee;
 - 5.7.13 to present to the TBU Annual Meeting a detailed financial report for the preceding fiscal year, using the standard form provided by the Provincial OSSTF;
 - 5.7.14 to represent the TBU on the District Budget Committee and to participate in the preparation and presentation, for approval by the District Annual Meeting, of the District Annual budget along with a detailed financial report of the District Budget for the preceding fiscal year;
 - 5.7.15 to present to the District Budget Committee a copy of the TBU financial report within ninety days of the fiscal year end;
 - 5.7.16 to report to Executive and Council the decisions and directions of the District Budget Committee following its meetings;
 - 5.7.17 to be the signing authority of the TBU;
 - 5.7.18 to act as a representative in harassment and bullying complaints;
 - 5.7.19 to keep, in a confidential filing cabinet, the minutes of the "Executive Session";
 - 5.7.20 to ensure that the budget from the previous year has been duly audited, and a report made to Council and the Annual Meeting;
 - 5.7.21 to request a monthly report from the Educational Services committee including the number of claims, the total amount reimbursed per claim, and the amount remaining in the account; (Rev. AGM 19)
 - 5.7.21.1 to provide a report to the Annual Meeting outlining Educational Services expenditures;
 - 5.7.22 to inform branch presidents of the amount of the branch rebate at the September TBU Council meeting; (AGM 19)
 - 5.7.23 to fulfill the other terms of reference for the Treasurer as outlined in the Constitution: Articles, Bylaws and Policies.

- 5.8 It shall be the duty of the Branch President:
 - 5.8.1 to formally represent the Branch in all matters involving the administration and;
 - 5.8.1.1 an individual member;
 - 5.8.1.2 members within the Branch;
 - 5.8.2 to act as liaison between Branch members and;
 - 5.8.2.1 the Council;
 - 5.8.2.2 the Executive;
 - 5.8.2.3 the Provincial Executive;
 - 5.8.2.4 the Secretariat;
 - 5.8.3 to act as a member of Council and to carry out the directions of Council;
 - 5.8.4 to promote the objects of the OSSTF as defined in the Provincial Constitution and Bylaws;
 - 5.8.5 to ensure that an Anti-harassment Officer is appointed for each meeting of the Branch;
 - 5.8.6 consult with the members at other locations considered to be part of the Branch at least once per year to review working conditions.
- 5.9 It shall be the duty of the TBU Officer - Grievance:
 - 5.9.1 to ensure that the integrity of the current Collective Agreement is maintained in a full-time release position; (Rev AGM 2021)
 - 5.9.2 to work effectively with other TBU Officers to represent members of the TBU, both individually and collectively, and to carry out TBU business in an efficient manner;
 - 5.9.3 to report to CBC, Council and Executive on the status of matters of potential dispute, grievances and arbitrations;
 - 5.9.4 to fulfill the other terms of reference for the TBU Officer - Grievance as outlined in the Bylaws;
 - 5.9.5 to act as a representative in harassment and bullying complaints;
 - 5.9.6 to receive individual or group concerns on matters of potential dispute and alleged violations of the Collective Agreement;
 - 5.9.7 to work collectively with the President and TBU Officer – Negotiations to investigate any individual or group potential matters of dispute;
 - 5.9.8 to report, in detail, identified potential matters of dispute, and any recommendations from the Grievance Committee, to the Executive and Council;
 - 5.9.9 to act as Chair of the Grievance Committee;
 - 5.9.10 to receive individual or group concerns on matters of potential dispute and alleged violations of the Collective Agreement.
- 5.10 It shall be the duty of the Executive Officer - Communications:
 - 5.10.1 To chair the Communications Committee;
 - 5.10.2 to optimize, modernize, and maintain TBU District 17 communications within the membership and to the greater public;
 - 5.10.3 to assist the President in keeping the membership informed of OSSTF programs and activities;
 - 5.10.4 to ensure that the TBU section of the District website is maintained.

5.11 It shall be the duty of the Electoral Officer:

5.11.1 to act as the Chair of the Nominations and Elections Committee;

5.11.2 to supervise the elections of:

5.11.2.1 the President;

5.11.2.2 officers at the Annual Meeting;

5.11.2.3 officers at the June TBU Council Meeting;

5.11.2.4 any other office or position at the TBU Council;

5.11.2.5 the AMPA (Annual Meeting of the Provincial Assembly) delegates and alternates.

5.11.3 to distribute to all individual work sites nomination forms for the election of:

5.11.3.1 the President;

5.11.3.2 officers at the Annual Meeting;

5.11.3.3 officers at the June TBU Council Meeting;

5.11.3.4 any other office or position at the TBU Council;

5.11.3.5 the AMPA delegates and alternates.

5.11.4 to distribute to all individual work sites a list of on-time nominations for the election of:

5.11.4.1 the President;

5.11.4.2 officers at the Annual Meeting;

5.11.4.3 officers at the June TBU Council Meeting;

5.11.4.4 any other office or position at the TBU Council;

5.11.4.5 the AMPA delegates and alternates prior to the November TBU Council meeting.

5.12 It shall be the duty of the Teacher Trustee Relations Committee Members:

5.12.1 to attend Simcoe County District School Board meetings or to arrange TBU representatives to attend the meeting;

5.12.2 to report to TBU Council regarding the Simcoe County District School Board meeting;”

5.12.3 to seek input from TBU Council for upcoming Teacher Trustee Relations Committee meetings.

5.12.4 to report back to TBU Council following Teacher Trustee Relations Committee meetings.

- 5.13 It shall be the duty of the Chair of a Standing Committee:
- 5.13.1 to convene and direct the work of the committee in accordance with the instructions of the Executive and Council;
 - 5.13.2 to represent the Committee at Council and to report to Council the directions and actions of the Committee;
 - 5.13.3 to work with the Treasurer to ensure that proper accounting procedures are followed in the expenditure of all funds allocated to the Committee;
 - 5.13.4 to obtain and read a copy of the Constitution;
 - 5.13.5 to work in cooperation with the corresponding OSSTF Provincial Committee;
 - 5.13.6 to report in writing to the members at the TBU Annual Meeting;
 - 5.13.7 to represent their respective committee at Provincial conferences;
 - 5.13.8 to submit a budget request to the Treasurer prior to the first meeting of the Finance Committee;
 - 5.13.9 to ensure that a Secretary is elected to be responsible for the minutes of meetings in addition to other correspondence when required;
 - 5.13.9.1 ensure that all minutes and reports are forwarded to the Executive Officer – Council, once approved;
 - 5.13.9.2 to ensure that an Anti-harassment Officer is appointed for each meeting of the Standing Committee.
- 5.14 It shall be the duty of the Health and Safety Officer:
- 5.14.1 to act as OSSTF D17 TBU's representative to the Multi-Site Joint Health and Safety Committee (MJHSC);
 - 5.14.2 to work effectively with other TBU Officers to represent the members of the TBU, both individually and collectively, and to carry out TBU business in an efficient manner;
 - 5.14.3 to report to the TBU Executive, TBU Council, and Collective Bargaining Committee on matters discussed at the MJHSC;
 - 5.14.4 to participate and promote training conducted by the Workers' Health and Safety Centre;
 - 5.14.5 to fulfill any other duties required by the Health and Safety Officer as outlined in the Bylaws or the SCDSB's Multi-Site Joint Health and Safety Committee's Terms of Reference.

BYLAW 6 - DUTIES OF THE TBU ANNUAL MEETING

- 6.1 It shall be the duty of the Annual Meeting:
 - 6.1.1 to elect officers of the TBU as outlined in the Bylaws;
 - 6.1.2 to receive and consider;
 - 6.1.2.1 communications and reports of the Officers, auditors and committees;
 - 6.1.2.2 resolutions from members, and/or;
 - 6.1.2.3 resolutions from the TBU Council and/or Executive;
 - 6.1.3 to consider matters of general interest to education as they affect OSSTF and the TBU;
 - 6.1.4 through the passage of appropriate resolutions:
 - 6.1.4.1 to approve the following year's budget;
 - 6.1.4.2 to determine any changes to deductions of Local Federation Dues (TBU Levy);
(Rev. AGM 20201)
 - 6.1.4.3 to adopt or amend Articles, Bylaws and Policies of the Constitution;
 - 6.1.4.4 to consider and vote on interim policy passed by Council;
 - 6.1.4.5 to determine any action to be taken in regard to reports received and to direct the Council, Executive and Committees to undertake such actions.

BYLAW 7 - DUTIES, RESPONSIBILITIES AND ORGANIZATION OF STANDING COMMITTEES

- 7.1 Collective Bargaining Committee (CBC):
 - 7.1.1 The CBC will, at the last CBC meeting of the school year, elect from among its active Members:
 - 7.1.1.1 a Chair (annually);
 - 7.1.1.2 a Secretary (annually);
 - 7.1.1.3 a Working Conditions chair (annually);
 - 7.1.1.3 a Grievance Committee member, for a two-year renewable term, (in even calendar years);
 - 7.1.1.4 elections shall be in accordance with the Bylaws;
 - 7.1.2 CBC shall form a Working Conditions and Staffing subcommittee
 - 7.1.2.1 the subcommittee shall be formed of:
 - 7.1.2.1.1 the CBC In-School Staffing representative from each Branch;
 - 7.1.2.1.2 the Working Conditions chair;
 - 7.1.2.1.3 TBU Officer – Grievance;
 - 7.1.2.1.4 TBU Officer – Negotiations; and
 - 7.1.2.1.5 TBU President.
 - 7.1.3 CBC shall form a Health and Safety subcommittee
 - 7.1.3.1 the subcommittee shall be formed of:
 - 7.1.3.1.1 the CBC Health and Safety representative from each Branch;
 - 7.1.3.1.2 Health and Safety Officer;
 - 7.1.3.1.4 TBU Officer – Negotiations; and

7.1.3.1.5 TBU President.

- 7.1.3.2 The TBU representative on SCDSB's Multi-Site Joint Health and Safety Committee (MJHSC) shall be the TBU Health and Safety Officer unless otherwise specified in the Collective Agreement or the MJHSC's Terms of Reference.
- 7.1.4 CBC may form other subcommittees to deal with other areas selected by CBC.
- 7.1.5 CBC shall survey the membership on an annual basis to determine Health and Safety concerns in their worksites.
- 7.1.6 CBC shall be responsible for preparing the Local Brief in accordance with Bylaw 12.
- 7.1.7 The Negotiating Team shall consist of the TBU Officer - Negotiations, the President, the Working Conditions Chair, the Secretary of the Committee and up to five additional members:
- 7.1.7.1 The Committee shall elect the additional members of the Negotiations Team from the general membership no later than ninety (90) calendar days before the Collective Agreement expires;
- 7.1.7.2 The term of the appointment for additional members shall expire with the ratification of the Local and Central Agreements;
- 7.1.7.3 Any vacancies that arise from additional members shall be filled by an election by the committee;
- 7.1.8 In the event of Provincial Resumption of Bargaining, the local Bargaining Unit's representatives shall consist of the President, the TBU Officer - Negotiations and at least one member elected by and from the Table Team.

7.2 Educational Services Committee

- 7.2.1 The objectives of the Educational Services Committee:
- 7.2.1.1 to promote at least one county-wide professional development activity day for OSSTF District 17 (Simcoe) teachers each school year;
- 7.2.1.2 to be responsible for the allocation of TBU professional development funds;
- 7.2.1.3 to distribute materials including resource books and research publications;
- 7.2.1.4 to assist members in areas of research, professional development, curriculum and issues of educational concern;
- 7.2.1.5 to assist, wherever possible, in the development of in-service programs;
- 7.2.1.6 where the Educational Services Committee denies a PD claim, to inform the member of the right to appeal to the Appeals Committee and to inform them of the appeals procedure. (AGM 19)
- 7.2.2 The Educational Services Committee shall elect an Executive consisting of the Chair of the Committee, an Assistant Chair and Secretary from the members of the Committee. Elections of the Officers shall be in accordance with the Bylaws.
- 7.2.3 Subcommittees may be formed to deal with:
- 7.2.3.1 planning;
- 7.2.3.2 disbursement of funds;
- 7.2.3.3 publicity.
- 7.2.4 provide a monthly report to TBU Council on the status of the Professional Development funds; (AGM 19)

- 7.3 The Excellence in Education Committee
 - 7.3.1 The objectives of the Excellence in Education Committee:
 - 7.3.1.1 to promote the excellence of public secondary education within the Simcoe County District School Board;
 - 7.3.1.2 to promote the pride that OSSTF District 17 teachers feel in their own skills and contributions to their profession, to their students and to their communities;
 - 7.3.1.3 to liaise with the Simcoe County District School Board and assist the Board in promoting public secondary education.
 - 7.3.2 The Excellence in Education Committee shall elect an executive consisting of the Chair, an Assistant Chair and Secretary from the members of the Committee. Elections of the Officers shall be in accordance with the Bylaws.

BYLAW 8 - DUTIES, RESPONSIBILITIES, AND ORGANIZATION OF SPECIAL COMMITTEES

- 8.1 Constitution Committee
 - 8.1.1 The Constitution Committee shall consist of the following members:
 - 8.1.1.1 Vice-President (Internal) and
 - 8.1.1.2 at least two members appointed by TBU Council.
 - 8.1.2 The objectives of the Constitution Committee shall be:
 - 8.1.2.1 to assist the Executive and Council in maintaining the integrity and function of the D17 TBU Constitution;
 - 8.1.1.2 to assist the Executive and Council in promoting an awareness of the OSSTF Provincial, District and D17 TBU Constitution among TBU members.
 - 8.1.3 The responsibilities of the Constitution Committee are:
 - 8.1.1.1 to meet prior to March 1;
 - 8.1.1.2 to review the Constitution and submit recommendations to the Resolutions Committee.
 - 8.1.1.3 to review the District Constitution and submit recommendations to the TBU President and Vice-President (External) for consideration.
- 8.2 Resolutions Committee
 - 8.2.1 The Resolutions Committee shall consist of:
 - 8.2.1.1 the Executive Officer – Council and
 - 8.2.1.2 at least two (2) other members appointed by TBU Council.
 - 8.2.2 The Resolutions Committee shall have the following objectives:
 - 8.2.2.1 to assist the Executive and Council in maintaining the integrity and function of the D17 TBU Constitution;
 - 8.2.1.2 to assist the Executive and Council in promoting an awareness of the OSSTF Provincial, District and D17 TBU Constitution among TBU members.
 - 8.2.3 The Resolutions Committee shall have the following responsibilities:
 - 8.2.3.1 to review all resolutions for the Annual Meeting;
 - 8.2.3.2 to advise and assist members in the drafting or phrasing of resolutions;

- 8.2.3.3 to order all resolutions so that they can be dealt with effectively by the Annual Meeting;
- 8.2.3.4 to ensure that all on-time resolutions are printed and distributed to all Branches within the time-lines specified by the Bylaws;
- 8.2.3.5 to provide advice to the Presiding Officer(s) of the Annual Meeting and to the members of the Council on:
 - 8.2.3.5.1 matters of parliamentary procedures, the ordering of an agenda, the sequencing of resolutions and procedures followed;
 - 8.2.3.5.2 the drafting or phrasing of resolutions;
 - 8.2.3.5.3 the possible effect of resolutions on procedures and/or on other resolutions;
 - 8.2.3.5.4 any other matters referred to it by one of these bodies;
- 8.2.3.6 to provide two or three of its members to act as Steering Committee at the TBU Annual Meeting;
- 8.2.3.7 to assist the Vice-President (Internal) in recording the progress of any amendments or additions to the Articles, Bylaws or Policies of this Constitution during the Annual Meeting;
- 8.2.3.8 to assist the Vice-President (Internal), where required, in the updating of the TBU Constitution after each Annual Meeting.

8.3 The Grievance Committee

- 8.3.1 The objectives of the Grievance Committee:
 - 8.3.1.1 to ensure that the grievance procedure, as outlined in the current Collective Agreement, is correctly followed;
 - 8.3.1.2 to assist the Executive and Council in ensuring that the members of OSSTF District 17 (Simcoe) receive fair representation in accordance with the terms of the current Collective Agreement, the Ontario Labour Relations Act and other relevant Ontario legislation; (Rev. AGM 19)
 - 8.3.1.3 to assist the Executive and Council in maintaining the integrity of the Collective Agreement;
 - 8.3.1.4 to assist the Executive, Council and CBC in promoting an awareness and understanding of the Collective Agreement and the grievance procedure among TBU members.
- 8.3.2 The Grievance Committee shall have the following responsibilities: (Rev. AGM 19)
 - 8.3.2.1 to review and provide input into all matters of potential dispute brought forward by the TBU Officer – Grievance;
 - 8.3.2.2 to determine whether matters of potential dispute are a viable grievance;
 - 8.3.2.2.1 when matters are deemed grievable, to provide advice and direction regarding applicable clauses from the Collective Agreement;
 - 8.3.2.2.2 when matters are not deemed to be a viable grievance, to inform potential griever(s) of the right to appeal the Grievance Committee’s decision to the Appeals Committee and to inform them of the appeals procedure;
 - 8.3.2.3 to be kept advised of the progress of grievances through the grievance process;
 - 8.3.2.4 to determine whether matters of dispute should be referred to Provincial Officer for arbitration;

8.3.2.5 to determine whether matters referred to arbitration that have been denied at Provincial Office should be appealed by the Bargaining Unit.

8.4 Communications Committee

8.4.1 The responsibility of the Communications Committee are:

8.4.1.1 to meet prior to September 30;

8.4.1.2 to report to TBU Council;

8.4.1.3 To designate a representative to attend District Communications meetings.

8.5 Nominations and Elections Committee

8.5.1 The Nominations and Elections Committee shall have the following objectives:

8.5.1.1 to promote fair elections for all Bargaining Unit positions.

8.5.2 The Nominations and Elections Committee shall have the following responsibilities:

8.5.2.1 to report to TBU Council by the end of February, guidelines for the election of:

8.5.2.1.1 TBU President;

8.5.2.1.2 officers at the Annual Meeting;

8.5.2.1.3 officers elected at TBU Council;

8.5.2.1.4 Branch representatives;

8.5.2.2 to assist in the election of TBU President and election of officers at the Annual Meeting.

8.6 Finance Committee

8.6.1 The Finance Committee shall have the following objectives:

8.6.1.1 to assist the Annual Meeting on Bargaining Unit financial matters;

8.6.2 The Finance Committee shall have the following responsibilities:

8.6.2.1 to assist the Treasurer on the preparation of a Budget for the Annual Meeting;

8.6.2.2 to annually review the purposes and practices of all reserve accounts.

8.7 Appeals Committee

(AGM 19)

8.7.1 The objective of the Appeals Committee

8.7.1.1 to ensure that the members of OSSTF District 17 (Simcoe) receive fair representation in accordance with the terms of the current Collective Agreement, the Ontario Labour Relations Act, and other relevant Ontario legislation;

8.7.1.2 to ensure the members have equitable access to available Professional Development funds as per the guidelines approved by TBU Council.

8.7.2 The Appeals Committee shall have the following responsibilities:

8.7.2.1 to hear an appeal brought forward by a member regarding a decision of the Grievance Committee;

8.7.2.2 to hear an appeal brought forward by a member denied a PD claim by the Educational Services Committee;

8.7.2.3 to report the result of Appeals to TBU Executive and TBU Council.

- 8.7.3 Quorum for the Appeals Committee shall consist of the Vice-President (or designate) and at least two (2) other members of the Appeals Committee.
- 8.7.4 No member shall be named to the Appeals Committee if they:
 - 8.7.4.1 are a member of the committee whose decision is being appealed, or
 - 8.7.4.2 are a member of the same branch as the member initiating the appeal.
- 8.7.5 Appeals of the Grievance Committee's decisions
 - 8.7.5.1 A member wishing to appeal a decision of the Grievance Committee has ten (10) days from notification of the decision to notify the TBU President of their desire to initiate an appeal.
 - 8.7.5.2 The TBU President shall arrange a meeting of the Appeals Committee within twenty (20) days of the notification of the appeal.
 - 8.7.5.3 the potential griever(s) may submit their appeal to the Appeals Committee in writing, in person, or by another member presenting an appeal on their behalf.
 - 8.7.5.4 the TBU Officer – Grievance, or designate, must explain to the Appeals Committee, in Executive Session, the reason for the Grievance Committee's Decision.
 - 8.7.5.5 deliberations of the Appeals Committee shall only be conducted between members of the Appeals Committee.
 - 8.7.5.6 within five (5) days of the Appeals Committee meeting, the Appeals Committee shall provide the potential griever(s), the TBU President, and the TBU Officer – Grievance a written decision on whether the appeal was upheld or denied.
 - 8.7.5.7 The decision made by the Appeals Committee shall be final.
- 8.7.6 Appeals of the Educational Services Committee's decisions
 - 8.7.6.1 A member wishing to appeal a decision of the Grievance Committee has twenty (20) days from notification of the decision to notify the TBU President of their desire to initiate an appeal.
 - 8.7.6.2 The TBU President shall arrange a meeting of the Appeals Committee within twenty (20) days of the notification of the appeal.
 - 8.7.6.3 the member appealing the decision of the Educational Services Committee may submit their appeal in writing, in person, or by another member presenting an appeal on their Behalf.
 - 8.7.6.4 the Chair of the Educational Services Committee, or designate, must explain to The Appeals Committee, in Executive Session, the reason for the decision;
 - 8.7.6.5 deliberations of the Appeals Committee shall only be conducted between members of the Appeals Committee.
 - 8.7.6.6 within five (5) days of the Appeals Committee meeting, the Appeals Committee shall provide the member, the TBU President, and the Chair of the Educational Services Committee a written decision on whether the appeal was upheld or denied.
 - 8.7.6.7 The decision made by the Appeals Committee shall be final.

BYLAW 9 - POLICY

- 9.1 No policy shall contravene established OSSTF policy or practice.
- 9.2 Policy, and the amendment or rescission of policy, may be made at the Annual Meeting or General Meeting:
 - 9.2.1 by a majority vote of the members qualified to vote, present and voting, provided that proper notice of a policy resolution was given to the Vice- President (Internal) by March 31;
 - 9.2.2 in the case of a General Meeting, at least three weeks before the Meeting—and shall have been distributed to the Branches at least two weeks prior to the Meeting;
 - 9.2.3 by a three-quarters vote of the members qualified to vote, present and voting, previous notice not having been given.
- 9.3 Interim policy, amendment or rescission of interim policy and interim amendment or interim rescission of existing policy may be made at any meeting of Council:
 - 9.3.1 by a majority vote (1/2) of the members qualified to vote, present and voting, provided that proper notice of a policy resolution was given to Council on or before the date of the previous meeting of Council;
 - 9.3.2 by a three-quarters (3/4) vote of the members qualified to vote, present and voting, previous notice not having been given.
- 9.4 Any interim policy or interim amendment of policy or interim rescission of policy made by the Council since the previous Annual Meeting or General Meeting shall be ratified or rescinded by a majority vote of the members qualified to vote, present and voting at the next Annual or General Meeting.

BYLAW 10 – MISCELLANEOUS ACTION MOTIONS

- 10.1 No Miscellaneous Action shall contravene established OSSTF policy or practice.
- 10.2 Miscellaneous Action may be made at the Annual Meeting or General Meeting:
 - 10.2.1 By a majority (1/2) vote of the members qualified to vote, present and voting.

BYLAW 11 - RULES OF ORDER & PROCEDURE

- 11.1 Meetings of the Bargaining Unit or Branches shall be conducted in accordance with the Rules of Order as outlined in the current OSSTF Handbook: Constitution and Bylaws.

BYLAW 12 - NEGOTIATIONS

12.1 Brief

12.1.1 The Local Brief:

- 12.1.1.1 In preparation for local bargaining, the Collective Bargaining Committee (CBC) shall develop and distribute a membership survey to determine priorities for local bargaining;
- 12.1.1.2 The CBC shall develop and present a list of local bargaining priorities to TBU Council to share with the general membership;
- 12.1.1.3 The CBC shall develop and present the brief to TBU Council for approval;
- 12.1.1.4 The brief shall not be distributed outside of the Table Team, CBC, TBU Council, or TBU Executive.

12.1.2 The Central Brief:

- 12.1.2.1 The President, or designate, shall exercise the Bargaining Unit's vote on a central brief.

12.2 Ratification of Agreements

12.2.1 Ratification of Local Agreement:

- 12.2.1.1 CBC and TBU Council shall meet jointly for the purpose of reviewing a tentative agreement prior to its distribution to the general membership;
- 12.2.1.2 If the tentative agreement is reached during the school year;
 - 12.2.1.2.1 The President will call a General Meeting for the purpose of discussing the new tentative agreement;
 - 12.2.1.2.2 The members shall have access to the tentative agreement at least twenty-four (24) hours prior to a General Meeting;
 - 12.2.1.2.3 The members will vote on the tentative agreement by secret ballot, within three (3) to five (5) days, following the General Meeting. Voting shall be done according to Bylaw 14.
- 12.2.1.3 If the tentative agreement is reached during the summer;
 - 12.2.1.3.1 The President will call a general meeting for the purpose of discussing and ratifying the new tentative agreement;
 - 12.2.1.3.2 The members shall have access to the tentative agreement at least three (3) days prior to the general meeting;
 - 12.2.1.3.3 The members will have the opportunity to vote on the tentative agreement by secret ballot at the ratification meeting or on the following business day according to Bylaw 14;
- 12.2.1.4 Timelines for the ratification process can be altered by Provincial OSSTF under the Resumption of Bargaining guidelines.

12.2.2 Ratification of Central Agreement:

- 12.2.2.1 The ratification process for a Central Agreement shall be the same as the ratification process for a Local Agreement unless altered by Provincial OSSTF.

BYLAW 13 - ANTI-HARASSMENT AND ANTI-BULLYING

- 13.1 Anti-harassment and Anti-Bullying
 - 13.1.1 The definitions and policies relating to Sexual Harassment, Harassment, and Bullying shall follow the policy outlined in the Provincial OSSTF Policy and Procedures Manual.
 - 13.1.2 An Anti-harassment Officer shall be designated, by the chair or organizer, for each meeting or event organized by the TBU, its standing committees, or ad hoc committees.
 - 13.1.3 The designated Anti-Harassment Officer shall follow the District 17 Anti- Harassment Statement and Resolution and Complaint Procedure.

BYLAW 14 – VOTES OF THE GENERAL MEMBERSHIP

- 14.1 When conducting a general member vote, members are to vote at their worksites, where reasonable.
- 14.2 members unable to vote at worksites shall have the opportunity to vote:
 - 14.2.1 at the district office;
 - 14.2.2 by telephone (through a system that confirms a member’s eligibility to vote and does not allow a member to be identified based on their vote)
 - 14.2.3 and when possible, by secure electronic platform.
- 14.3 the Vice-President (External) and the Executive Officer - Council shall assist in the voting process where deemed necessary by the released officers.
 - 14.3.1 The Vice-President (External) and the Executive Officer - Council shall prepare member lists for branches and confirm member status one week prior to any vote.

POLICY

- 1.1 It is the policy of OSSTF District 17 (Simcoe) Teachers’ Bargaining Unit that the use of plastic and Styrofoam utensils, plates, and cups be banned from all OSSTF District 17 TBU activities and events.
- 1.2 It is the policy of OSSTF District 17 (Simcoe) Teachers’ Bargaining Unit that, in the awarding of contracts, the TBU weigh environmental concerns before making any final decision.
- 1.3 It is the policy of OSSTF District 17 (Simcoe) Teachers’ Bargaining Unit that each event or meeting organized by the TBU Council, its Standing Committees, or Ad Hoc Committees be smoke and scent free.
- 1.4 It is the policy of OSSTF District 17 (Simcoe) Teachers’ Bargaining Unit that where joint bargaining occurs with another Bargaining Unit, at least one representative from D17 TBU be included on the bargaining team.